



MINUTES

Workforce Connection of Central New Mexico

Executive Committee

**Thursday, January 4, 2007
7:30am**

MRCOG, 809 Copper NW - Board Room

Call to Order – 7:42 am – John Sapien

Roll Call - by Patrick Newman

Present

Jeff Armijo
Mayor Patricia Chavez
Bob Davey
Judy LeJeune
Rita Logan
J.C. Lopez
Virginia Murphy
John Sapien
Jim Summers

Quorum Established

Excused

Mary Lee Martin

Approval of Thursday, January 4, 2007 Agenda

Motion: Bob Davey

Second: Mayor Patricia Chavez

No Discussion

Action: Passed by voice vote

Chairman John Sapien welcomed the Executive Committee back from the Holiday Season and wished them a Happy New Year

Tab 1: Approval of Minutes, Executive Committee: September 7, 2006

Motion: Bob Davey

Second: Judy LeJeune

No Discussion

Action: Passed by voice vote

Tab 2: Monthly Expenditure Report for August, September, October, November and December 2006 - by Jan Borchardt

- Jan Borchardt, MRCOG Finance Manager, explained the WIA monthly expenditure reports for August, September, October, November 2006 and December 2007.

- Due to issues with the NMDOL Share accounting system, actual billings have not been received; although all funds have been encumbered.
- As of December 31, actual Expenditures are at an understated 29 percent rate due to the NMDOL encumbrances, although included encumbrances total a 64 percent rate, which is on track for this time of year.

No Discussion

FINAL ACTION ITEMS

There was one action item to discuss and vote on – The item was passed by voice vote.

Passed by voice vote

- Approval of WFCP-05-06, WCCNM Budget Adjustment Request (BAR)

Tab 3: Approval of WFCP-05-06, WCCNM Budget Adjustment Request (BAR) - Background and Introduction by Jan Borchardt

- Jan Borchardt presented the final WCCNM Budget Adjustment Request (BAR) which incorporates estimated allocations, anticipated carry-in and outstanding obligations.
- PY06 allocations total three million and five hundred fifty-five, eight hundred seventeen dollars (\$3,555,817).
- The proposed actual budget includes an amendment of thirty-five percent (35%) of actual training dollars for targeted industries.
- Staff is recommending the approval of the PY06 Budget Adjustment Request which is necessary to provide the WCCNM a sufficient budget in all cost categories, as well as funding streams, to cover current and anticipated PY06 expenditures.

Questions and Comments Followed

Motion to approve: Bob Davey

Second: J.C. Lopez

No Discussion

Action: Passed by voice vote

INFORMATION AND DISCUSSION ITEMS

Tab 4. WIA Business Outreach Initiatives Status Update – by Manuel Casias

- Staff has been working with various industries in the Central Region to assist with their specific hiring needs.
- The construction, manufacturing and healthcare alliances have identified their top fifteen (15) occupations in demand for the state of New Mexico.
- Through partnerships and job fairs, the WCCNM has responded to the hiring needs of employers due to mass layoffs as well as the future retiring population.
- Mr. Sapient complemented the partners and providers for working harder, not smarter, in joining together to meet business needs.

Questions and Comments Followed

Tab 5. Youth Individual Training Account (ITA) Waiver Update – by Jerilynn Sans

- Jerilynn Sans reported on the waiver that was received from OWTD, through the USDOL, to allow older youth to receive individual training accounts (ITAs).
- Three hundred thousand (\$300,000) has been allocated for ITAs for out-of-school youth eighteen (18) and over.
- A procedure has been formulated that will allow for the Central Region youth provider to serve those youth through co-enrollment.
- A General Information Memorandum (GIM) was received from OWTD which outlines the state policy for this waiver.
- The youth provider has been given the new procedure and received training on providing ITAs to youth; they have begun moving forward with this endeavor.

Questions and Comments Followed

Tab 6. CEO Agreement Update – by Jerilynn Sans

- Ms. Sans presented the WCCNM CEO Agreement with amendments to the Executive Committee, explaining reason why these amendments were needed.
- At the October 16, 2006 WCCNM Full Board meeting, the proposed Bylaw amendments were approved. Due to these amendments, the same amendments were incorporated into the CEO Agreement for compliance.
- At the December 14, 2006 CEO meeting, the CEO Agreement amendments were reviewed and approved.
- The amendments will allow staff and the Board operate at a more effective and efficient level.

Questions and Comments Followed

Tab 7. Model One-Stop Status Update – by Patrick Newman

- Patrick Newman discussed the changes in leadership at the Governor's Office of Workforce Training and Development (OWTD).
- Prior OWTD funding allocation approval was three hundred and seventy five thousand dollars (\$375,000) for the establishment of the Model One-Stop for a three-month period.
- Mr. Newman stated that OWTD notified him of an increase in funding of over six hundred thousand dollars (\$600,000) for the Model One-Stop.
- Mr. Newman will continue to meet with the realtor of the San Mateo and Central building to plan the layout for the Model One-Stop.
- Model One-Stop staff have been identified and cross-training of all partners has begun.
- Mr. Sapien noted the Governor's initiatives on establishing two Model One-Stops in Albuquerque.
- Mr. Newman has emphasized to OWTD, the need for reoccurring costs to sustain the Model One-Stops regardless of funding cuts.
- Staff will continue to update the Committee on this issue.

Discussion Followed

Tab 8. Update on PY07 RFPs – by Patrick Newman

- Mr. Newman informed the Board that notices for the Adult and Dislocated Worker and Youth Provider RFPs are scheduled to be released on February 24, 2007.
- The current WIA planning schedule includes dates and deadlines associated with the RFPs.
- Committees will be established for both the development and review for both the Adult and Dislocated Worker RFP and the Youth Provider RFP.
- Mr. Sapien stated that members of these committees will include individuals outside of the board as well.
- Mr. Sapien encouraged Board members to contact him, via email, for interest in becoming a member of an RFP development or review committee.

Questions and Comments Followed

Tab 9. WCCNM Full Board Meeting Date Change for February 2007 – by Patrick Newman

- The next WCCNM Full Board meeting is scheduled for Monday, February 19, 2007, which falls on the President's Day holiday.
- Mr. Newman is soliciting feedback to reschedule the Board meeting to either February 12 or February 26.
- Members suggested the new date for the Full Board meeting be rescheduled to Monday, February 12, 2007.

No Discussion

REPORTS

John Sapien proposed that meeting minutes be reviewed prior to the Executive Committee meetings and that meeting minutes will not be reproduced in the hard copy meeting agendas. All members will receive meeting minutes via email, prior to the meeting date, for review.

Administrative Reports - by Patrick Newman

- Targeted Industries
 - We are making contacts with companies in the Central Region who are a part of the targeted industries.
 - We will be meeting with the institutions to ensure proper curriculum is available to meet the demands of employers.
 - A meeting with Mr. Steve Schroder will address some itinerant service needs and help assist and train Native American artists to establish networks and business services through the Internet.
 - Mr. Newman thanked WIA staff, providers and partners for their hard work.

No Discussion

Committee Reports-

- **Youth Council** - by Jerilynn Sans
 - The next Youth Council meeting is scheduled for January 11, 2007.

No Discussion

- **Performance and Monitoring** - by Virginia Murphy
 - The next Committee meeting is scheduled for January 10, 2007.
 - The Committee is concerned with obtaining a clearly defined plan from DOL in addressing itinerant needs.
 - Performance measure reports produced by Mathematica and VOSS still do not reconcile.
 - Ms. Murphy thanked Ramona Chavez and Jerilynn Sans for their continued work with this issue.

No Discussion

- **Training and Services Provider** - by Judy LeJeune
 - The Committee met on November 16, 2006.
 - A presentation from the New Mexico Childcare Association provided information for their WCCNM funded on-line curriculum.
 - Issues regarding additional funding from NMDOL are currently being addressed.
 - The next Training and Service Provider Committee meeting is scheduled for January 18, 2007.

Questions and Comments Followed

- **BEDOSS Committee** - by John Sapien
 - Steps have been taken to combine both the Building an Employer-Driven One-Stop System (BEDOSS) Committee and Business Outreach Committee due to overlapping efforts.
 - A meeting has not been scheduled, but contact has been maintained with the Committee to ensure One-Stop efforts are continued.
 - The next meeting will include discussion on organizing the Request for Proposal (RFP) Ad Hoc Committees.

Questions and Comments Followed

PUBLIC COMMENT

Public Comments - None

ADJOURNMENT

Adjournment – 9:24am

Next Meeting-

Date: Thursday, February 1, 2007

Time: 7:30am

Location: Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:
809 Copper NW, Albuquerque, NM 87102*